
U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

General

A-10-001-01 Organization Files

Description: Consists of background correspondence, reports briefing material, etc. documenting the creation, establishment and changes in organization and functions of OFM as a separate office under the authority of the Foreign Missions Act.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-9, item 1 **Date Edited:** 4/1/1999

A-10-001-02 Policy Files

Description: Consists of memorandums, telegrams, correspondence, reports, etc., documenting the activities, operations, policies, and procedures of the Office of the Foreign Missions. This consists of information on reciprocity, interagency activities, working groups, criterion countries, congressional hearings, and issues that OFM is responsible for overseeing.

Disposition: Permanent. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks. (ref. N1-59-87-9, item 2a-c)

DispAuthNo: N1-59-92-1, item 1 **Date Edited:** 4/1/1999

A-10-001-03 Country Files - General

Description: Consists of telegrams, memorandums, general correspondence, reports, and other documentation on issues of customs, taxes, contractors, motor vehicles, leases, etc. arranged by country on the foreign diplomatic, consular, and other employees of the foreign missions.

Disposition: Permanent. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-9, item 3 **Date Edited:** 4/1/1999

A-10-001-04 OFMIS - Computerized Information System

Description: Multi-file on-line system provides information support for M/OFM's program requirements and affiliated organizations programs that have access to this system, e.g. Office of Protocol, US Mission to the United Nations, and the Interagency Liaison Group. This system consists of modules on accreditation activities for all Embassy, Consular and UN diplomats, staff, their dependents, and household staffs; Tax, Diplomatic Motor Vehicle and Customs functions.

Disposition: Delete information in database when no longer needed, as determined and cleared by the OFM Information Systems Manager.

DispAuthNo: N1-59-87-9, item 4 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

A-10-001-05 **The Office of Foreign Mission Information System (TOMIS)**

Description: The office of Foreign Missions (OFM) has decided to convert the paper record to an electronic media. The result is, files maintained by OFM and The Office of Protocol searchable only by the individual Personal Identification Number (PID) have now been converted to a single electronic file system that allows OFM and Protocol personnel to search for any file or documents by either PID, Surname, or Given Name. Results of the search are displayed by application type and date of application to allow the searcher to select the relevant document.

Disposition: TEMPORARY: See sub sections 05a thru f.

DispAuthNo: N1-059-04-3

Date Edited: 7/20/2007

A-10-001-05a **Inputs**

Description: Inputs to TOMIS are: Tax Exemption Documents, Motor Vehicle Registration and Vehicle Title Requests, Custom Clearance Requests, Travel Services Requests/Travel Notification Forms, Driver License Program Documents, Proof of Motor Vehicle Insurance Coverage, Foreign Consular Officers and Employees, Embassy, OAS Mission and Miscellaneous Foreign Government Employees -- Appointment and Termination Documents.

1. paper records

Disposition: TEMPORARY: Destroy paper records upon verification of scanned documents.

DispAuthNo: N1-059-04-3, item 1a(1)

Date Edited: 7/20/2007

A-10-001-05b **Inputs**

Description: Inputs to TOMIS are: Tax Exemption Documents, Motor Vehicle Registration and Vehicle Title Requests, Custom Clearance Requests, Travel Services Requests/Travel Notification Forms, Driver License Program Documents, Proof of Motor Vehicle Insurance Coverage, Foreign Consular Officers and Employees, Embassy, OAS Mission and Miscellaneous Foreign Government Employees -- Appointment and Termination Documents.

2. scanned images

Disposition: TEMPORARY: Destroy CD one (1) year after data uploaded to system.

DispAuthNo: N1-059-04-3, item 1a(2)

Date Edited: 7/20/2007

U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

A-10-001-05c	Master File System Data (Document Imaging Tables)
Description:	Data consists of scanned images of input documents cited above. Images are identified in the system by Personal Identification Number (PID).
Disposition:	TEMPORARY: Transfer file of terminated individuals 1 year after departure to inactive file. Delete inactive files when 5 years old.
DispAuthNo:	N1-059-04-3, item 1b Date Edited: 7/20/2007
A-10-001-05d	Outputs
Description:	Documents are "printed" to the screen for review and use. They can be printed if necessary. There are no routine output reports.
Disposition:	TEMPORARY: Paper output destroyed when no longer needed.
DispAuthNo:	N1-059-04-3, item 1c Date Edited: 7/20/2007
A-10-001-05e	Systems Documentation.
Description:	Consists of Concept of Operations document and System Security Plan.
Disposition:	TEMPORARY: Dispose of one year after revised or system use discontinued.
DispAuthNo:	N1-059-04-3, item 1d Date Edited: 7/20/2007
A-10-001-05f	Backup.
Description:	System uses standard daily, weekly, and monthly backups.
Disposition:	TEMPORARY: Data deleted after new backup has been produced.
DispAuthNo:	GRS 20, item 8b Date Edited: 4/11/2005

U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

Tax Division

A-10-002-01 Tax Exemption Files

Description: Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses

d. Communications with state officials regarding tax exemption policies on gasoline, utilities, and sales for the foreign missions and personnel.

Disposition: Retain the final approval by the state and retire to RSC all other documentation when 2 years old. Destroy when 10 years old.

DispAuthNo: N1-59-92-1, item 2(2)d

Date Edited: 7/23/2007

A-10-002-01a Tax Exemption Files

Description: Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses

e. Gas Tax Quarterly Report. Identifies all foreign missions' personnel currently exempted from gas tax. Report is sent to all participating states.

Disposition: Destroy quarterly report when year-end report is generated.

DispAuthNo: N1-59-92-1, item 2(2)e

Date Edited: 7/23/2007

A-10-002-01b Tax Exemption Files

Description: Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses

f. Gas Tax Exemption Report. Reports generated monthly.

Disposition: Destroy when updated.

DispAuthNo: N1-59-92-1, item 2(2)f

Date Edited: 7/23/2007

U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

Customs Division

A-10-003-01 Inspection and Exchange Rate Files

Description: Country files containing inspection of household effects for incoming members of foreign missions, including liaison between missions and U.S. Customs.

Disposition: Destroy 1 year after completion of requests. (ref. N1-59-87-9, item 6a)

DispAuthNo: N1-59-92-1, item 3(3)

Date Edited: 7/23/2007

A-10-003-02 Excise Tax Files

Description: Country files consisting of cables, diplomatic notes and other correspondence requesting exemption to excise tax imposed on certain commodities imported by foreign governments and their members

a. Communications of a routine nature.

Disposition: Screen 1 year after completion of requests.

DispAuthNo: N1-59-87-9, item 7a

Date Edited: 4/1/1999

A-10-003-02a Excise Tax Files

Description: Country files consisting of cables, diplomatic notes and other correspondence requesting exemption to excise tax imposed on certain commodities imported by foreign governments and their members

b. Communications requesting exemption to excise tax other than those described in "A-10-003-02" above.

Disposition: Retire one year after completion of requests. Destroy when 5 years old.

DispAuthNo: N1-59-87-9, item 7b

Date Edited: 4/1/1999

A-10-003-03 International Organization File

Description: Consists of diplomatic notes, cables and general correspondence concerning foreign government owned organizations operating in the U.S. requesting accreditation, tax exemptions, and diplomatic privileges.

a. Routine requests and responses.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-87-9, item 8a

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

A-10-003-03a	International Organization File
Description:	Consists of diplomatic notes, cables and general correspondence concerning foreign government owned organizations operating in the U.S. requesting accreditation, tax exemptions, and diplomatic privileges b. Special Case Files.
Disposition:	Transfer records of interest to the FBI. Destroy the remainder.
DispAuthNo:	N1-59-87-9, item 8b Date Edited: 4/1/1999
A-10-003-04	Customs Clearance Requests
Description:	a. Diplomatic notes, forms, telegrams and other communications requesting free entry of merchandise into the U.S. by foreign governments and international organizations.
Disposition:	Destroy 1 year after completion of request.
DispAuthNo:	N1-59-87-9, item 9a Date Edited: 4/1/1999
A-10-003-04a	Customs Clearance Requests
Description:	b. Diplomatic notes and related communications concerning the authorization for temporary periods of blanket clearance to cover free entry of specified articles.
Disposition:	Destroy five (5) years after termination or clearance arrangement
DispAuthNo:	N1-59-87-9, item 9b Date Edited: 7/20/2007
A-10-003-05	Clearances - Ship Files
Description:	Country files containing telegrams, diplomatic notes, and other correspondence requesting clearances for ceremonial, informal, and operational visits of ships, both U.S. and foreign.
Disposition:	Destroy 1 year after approval of request.
DispAuthNo:	N1-59-87-9, item 10 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

Travel

A-10-004-02 Computer System File

Description: Information pertaining to OFM's automated system containing reports and correspondence on the development, expansion, and problems associated with the database.

Disposition: Screen periodically and destroy.

DispAuthNo: N1-59-87-9, item 12 **Date Edited:** 4/1/1999

A-10-004-03 Travel Policy Files

Description: Files pertaining to the establishment of policies and/or procedures for restricted countries. Information is arranged by countries and consist of diplomatic notes, cables, action memorandums, etc.

Disposition: Permanent. Retain in 5 year blocks. Retire when 10 years old or sooner. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-13, item 2 **Date Edited:** 4/1/1999

A-10-004-04 Subject Files - Arranged by TAGS/Terms

Description: Administration of the travel program including office organization, budget, training, travel, day-to-day personnel, computer applications, etc.

Disposition: Retire when 2 years old. Destroy when 5 years old.

DispAuthNo: N1-59-92-13, item 3 **Date Edited:** 4/1/1999

A-10-004-05 Chronological Files

Description: Duplicate copies of documents that are filed either in the policy or subject files.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-13, item 4 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

Property

A-10-005-01 Leases

Description: Files are arranged by country containing copies of leases required by members of the foreign diplomatic community.

Disposition: Transfer records of interest to the FBI one year after termination of the lease by foreign government. Destroy the remainder.

DispAuthNo: N1-59-87-9, item 13 **Date Edited:** 4/1/1999

A-10-005-02 Real Estate Files

Description: Consists of memorandums, diplomatic notes, and cables of information arranged by country requesting approvals for leasing or purchasing properties. Files are on those countries whereby reciprocity or national security are issues requiring State Department's assistance and approval.

Disposition: Retire one year after termination of lease by foreign government or sale of property. Destroy when 5 years old.

DispAuthNo: N1-59-87-9, item 14 **Date Edited:** 4/1/1999

A-10-005-03 Custodial Property Files

Description: Information on property which the Department of State has taken control of due to severance of diplomatic relations with the country

a. Background files contain information on maintenance, renovations, custodial responsibilities, bank accounts and any additional information pertaining to management of these properties.

Disposition: Retire to RSC when 5 years old. Destroy 10 years after diplomatic relations have been resumed.

DispAuthNo: N1-59-92-1, item 5(4)a **Date Edited:** 7/23/2007

A-10-005-03a Custodial Property Files

Description: Information on property which the Department of State has taken control of due to severance of diplomatic relations with the country.

b. Files maintained on individual tenants.

Disposition: Retire to RSC when properties are no longer occupied. Destroy 10 years after diplomatic relations have been resumed. (ref. N1-59-87-9, item 15)

DispAuthNo: N1-59-92-1, item 5(4)b **Date Edited:** 7/23/2007

U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

A-10-005-04 Tax Exemption Files

Description: a. Communications with local governments on policies and procedures on tax issues for the foreign missions and employees.

Disposition: Screen periodically and destroy when no longer needed.

DispAuthNo: N1-59-92-1, item 5(5)a **Date Edited:** 7/23/2007

A-10-005-04a Tax Exemption Files

Description: b. Miscellaneous correspondence file with local governments on real estate issues regarding foreign governments.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-92-1, item 5(5)b **Date Edited:** 7/23/2007

A-10-005-05 Housing Program

Description: Leases, subleases, memorandums, diplomatic notes, financial information, arranged by individual tenant name. Files are maintained on individual members of missions who are required to obtain housing through OFM. OFM is the legal tenant and the diplomat is subtenant of OFM.

Disposition: Retire to RSC at the end of the calendar year following the year in which the lease is terminated. Destroy 10 years after termination of the lease.

DispAuthNo: N1-59-92-1, item 5(6) **Date Edited:** 7/23/2007

Administrative

A-10-006-01 Bank Accounts

Description: Contains bank accounts set up to pay for travel, hotels, contractors, etc. for members of foreign missions who are restricted based upon reciprocity. The foreign missions provide funding to reimburse OFM for all expenditures.

Disposition: Retire after completion of audit on accounts paid and destroy when 3 years old.

DispAuthNo: N1-59-87-9, item 17 **Date Edited:** 4/1/1999

A-10-006-02 Custodial Bank Accounts

Description: Bank accounts managed by OFM of countries which the U.S. no longer maintains diplomatic relations. Assets of these countries are frozen by Treasury and a portion of that money is licensed to OFM for use in managing custodial properties.

Disposition: Retire bank account records when 5 years old. Consult with OFM Director of Administration for destruction of records after diplomatic relations have been resumed with the country.

DispAuthNo: N1-59-92-1, item 6(7) **Date Edited:** 7/23/2007

U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

Motor Vehicle Division

A-10-007-01 Motor Vehicle Registration Program

Description: Consists of application forms, proof of ownership, sales documents, titles, registrations, and other documentation used in obtaining license plates and selling or exporting vehicles including criterion countries.

Disposition: Retire to RSC 1 year after departure of employee and destroy when 5 years old. Ref. N1-59-87-9, item 19 a & b)

DispAuthNo: N1-59-92-1, item 7(8) **Date Edited:** 7/23/2007

A-10-007-02 Motor Vehicle Correspondence File

Description: Consists of diplomatic notes, telegrams, and other correspondence on routine motor vehicle issues, i.e. licenses, parking violations, driving violations, communications with local governments, etc. - Arranged by country

a. Parking and Driving Violations.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-94-12, item 1a **Date Edited:** 4/1/1999

A-10-007-02a Motor Vehicle Correspondence File

Description: Consists of diplomatic notes, telegrams, and other correspondence on routine motor vehicle issues, i.e. licenses, parking violations, driving violations, communications with local governments, etc. - Arranged by country

b. Other Correspondence.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-94-12, item 1b **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 10: Office of Foreign Missions

Contractor Division

A-10-008-01 Contractors' Files

Description: Consists of contractors who provide services to OFM and/or services for renovations and improvements to buildings owned or occupied by criterion countries

Disposition: See sub sections 01a through 01c for specific dispositions.

DispAuthNo: N1-59-92-1, item 12

Date Edited: 7/23/2007

A-10-008-01a Contractors' Files

Description: a. Copies of architectural drawings.

Disposition: Permanent. Retire when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-1, item 8(12)a

Date Edited: 7/23/2007

A-10-008-01b Contractors' Files

Description: b. Contracts and related papers and correspondence.

(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3a(1)(a)

Date Edited: 10/26/2010

A-10-008-01c Contractors' Files

Description: b. Contracts and related papers and correspondence.

(2) Transactions of \$25,000 or less and construction contracts under \$2,000.

Disposition: Destroy 3 years after final payment.

DispAuthNo: GRS 3, item 3a(2)

Date Edited: 4/1/1999

A-10-008-02 Relocation Files

Description: Information regarding the relocation from the Iranian Embassy to the current location of SA-33. Contains arrangements with contractors for moving, blueprints of the old building and the current site, and any other information regarding this effort.

Disposition: Retain all blueprints for future reference. Destroy other background documents when no longer needed.

DispAuthNo: N1-59-92-1, item 13

Date Edited: 4/1/1999